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State of Idaho

Legislative Services Office

Management Report

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A communication to the Joint Finance-Appropriations Committee

# **IDAHO COMMISSION ON HISPANIC AFFAIRS**

## **FY 2005, 2006, and 2007**

**Report IC44107**

**Date Issued: September 19, 2007**

*Serving Idaho's Citizen Legislature*

# FOREWORD

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## **PURPOSE OF REPORT**

We evaluated the internal controls over financial operations of the Idaho Commission on Hispanic Affairs as part of our effort to evaluate each State agency at least once every three years. This report summarizes the results of our evaluation.

## **SCOPE OF WORK**

The management of the Commission is responsible for establishing and maintaining internal controls. We obtained an understanding of the relevant policies and procedures comprising the internal control system. We also determined whether the relevant policies and procedures had actually been placed into operation. Our intent was to indicate where internal controls could be improved in order to help ensure the Commission's ability to record, process, summarize, and report financial data accurately.

## **AUDIT AUTHORIZATION**

Reported to the Joint Finance-Appropriations Committee as directed by the Legislative Council of the Idaho Legislature, authorized by Idaho Code, Section 67-429.

## **ASSIGNED STAFF**

Darren Uranga, Staff Auditor

## **ADMINISTRATION AND TECHNICAL REVIEW**

Don H. Berg, CGFM, Manager, Legislative Audits Division  
Eugene Sparks, CPA, CGFM, Managing Auditor

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## EXECUTIVE SUMMARY LEGISLATIVE AUDITS

### IDAHO COMMISSION ON HISPANIC AFFAIRS

**PURPOSE AND SCOPE.** We performed certain audit procedures to evaluate the effectiveness of the Idaho Commission on Hispanic Affairs' internal control design and operation. The limited scope of our procedures does not allow us to give an opinion on the Commission's internal control system. Accordingly, we do not express an opinion or ensure that all instances of internal control weaknesses were disclosed. Our purpose was to indicate where internal controls could be strengthened to help ensure accurate financial statements and data. Any findings and recommendations are intended to improve the internal control system to prevent errors, omissions, misrepresentations, or fraud.

**CONCLUSION.** We noted no matters involving the internal control over the Commission's financial reporting or its operation that we considered to be material weaknesses. However, our consideration of internal controls would not necessarily disclose all matters considered to be a material weakness.

**FINDINGS AND RECOMMENDATIONS.** There are no findings and recommendations in this report or in the prior report.

**AGENCY RESPONSE.** The Commission has reviewed the report and is in general agreement with its contents.

**FINANCIAL SUMMARY.** The Commission is funded by a General Fund appropriation, federal funds, and other grants and fees. The following financial data is presented for informational purposes only.

#### IDAHO COMMISSION ON HISPANIC AFFAIRS – FINANCIAL SUMMARY

Fiscal Year 2007	General Fund 0001	Budget Stabilization Fund 0150	Federal Fund 0348	Miscellaneous Revenue Fund 0349	Total
Beginning Cash Balance	\$0	\$0	\$466	\$2,617	\$3,083
General Fund Appropriation	109,700	5,200	0	0	114,900
Received from Other Funds	0	0	1,059	0	1,059
Miscellaneous Revenue	0	0	0	356	356
Federal Grants and Contributions	0	0	95,993	14,000	109,993
State Grants and Contributions	0	0	0	71,815	71,815
Total Funds Available	\$109,700	\$5,200	\$97,518	\$88,788	\$301,206
Disbursements					
Personnel Costs	\$84,956	\$0	\$41,547	\$42,798	\$169,301
Operating Expenses	19,619	1,600	37,329	45,000	103,548
Capital Outlay	81	3,600	0	0	3,681
Trustee and Benefit	0	0	15,819	0	15,819
Total Expenditures	\$104,656	\$5,200	\$94,695	\$87,798	\$292,349
Due To Other Entities	0	0	1,082	0	1,082
Ending Appropriation/Cash Balance	\$5,044	\$0	\$1,741	\$990	\$7,775
Ending Encumbrances	0	0	1,083	0	1,083
Ending Appropriation/Free Fund Cash Balance	\$5,044	\$0	\$658	\$990	\$6,692

**OTHER ISSUES.** Legislative auditors discussed other matters with the Commission's management which, if addressed, would improve internal control, compliance, and efficiency.

This report is intended solely for the information and use of the Idaho Commission on Hispanic Affairs and the Idaho Legislature and is not intended to be used by anyone other than these specified parties.

We appreciate the cooperation and assistance provided to us by the executive director, Margie Gonzalez, and her staff.

**QUESTIONS CONCERNING THIS DOCUMENT SHOULD BE DIRECTED TO:**

Don H. Berg, CGFM, Manager, Legislative Audits Division

Eugene Sparks, CPA, CGFM, Managing Auditor

Report IC44107

# AGENCY RESPONSE

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# State of Idaho

## *Idaho Commission on Hispanic Affairs*

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**C.L. "Butch" Otter**  
Governor

**Pablo Yzquierdo**  
Chairperson

**Margie Gonzalez**  
Executive Director

August 29, 2007

Mr. Eugene Sparks, CPA, CGFM  
Legislative Services Office  
Legislative Audits  
P.O. Box 83720  
Boise, Idaho 83720-0054

### COMMISSIONERS:

Dear Gene:

*Estela M. deGonzález*

*Lori A. Manzanares*

*Dennis J. López*

*Juan Alvarez*

*Senator Tim Corder*

*Senator Kate Kelly*

*Rep. Nicole LeFavour*

*Rep. Raúl Labrador*

Please consider this our response to your Audit Report for fiscal years 2005, 2006, and 2007 for our agency. I want to compliment you and Darren Uranga, staff auditor for your thorough and professional conduct of the audit.

I am very pleased that there are no findings in the audit. We appreciate your recommendations for improvements in our operations and have implemented those internally and with the Department of Administration.

Once again, I extend our thanks for the professional conduct of the audit and the helpfulness of your staff.

Sincerely

A handwritten signature in black ink, appearing to read "Margie Gonzalez", written over a large, stylized, and somewhat abstract signature.

Margie Gonzalez  
Executive Director

**"Working toward economic, social, legal and political equality for Hispanics in Idaho"**  
An Equal Opportunity Employer

# APPENDIX

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## STATUTORY AUTHORITY

The Idaho Commission on Hispanic Affairs was established July 1, 1987. Authority for the establishment and operation of the Commission is contained in Idaho Code, Title 67, Chapter 72, Sections 1 through 5.

## PURPOSE

The purpose of the Commission, as stated in Idaho Code, Title 67, Chapter 72, is:

1. To gather and disseminate information and conduct hearings, conferences, investigations, and special studies on problems and programs concerning Hispanic people.
2. To stimulate public awareness of problems facing Hispanic people through public education.
3. To develop, coordinate, and assist other public and private organizations serving Hispanic people, including facilitating training programs for community leadership.
4. To advise the Governor, legislature, and State departments and agencies of the nature, magnitude, and priorities of problems of Hispanic people.
5. To advise the Governor, legislature, and State departments and agencies on, and assist in the development and implementation of, comprehensive and coordinated policies, programs, and procedures focusing on special problems and needs of Hispanic people, fields of education, and employment.
6. To propose new programs concerning Hispanic people to public and private agencies and evaluate such agencies' existing programs or prospective legislation concerning Hispanic people.
7. To establish advisory committees on special subjects or projects.
8. To apply for and accept federal funds granted by the U.S. Congress or executive order for all or any of the purposes of this chapter, as well as gifts and donations from individuals, corporations, private organizations or foundations, and to accept volunteer clerical or staff work.



9. To cooperate or contract with individuals and State, local, and other agencies, both public and private, including agencies of the federal government or from other states.
10. To meet and exercise its powers at any place within the State.
11. To make bylaws for its own governance and procedures not inconsistent with the laws of this State.

## FUNDING

The Commission is funded by a General Fund appropriation and grants from the Idaho Department of Health and Welfare and the Idaho Department of Education.

### General Fund 0001

The Commission uses money from the General Fund appropriation to pay personnel salaries and benefits, as well as general operating expenses.

### Federal Grant Fund 0348

This fund is used to account for grant money received from the Idaho Department of Health and Welfare for the Substance Abuse Certification Scholarship Program and the Tobacco Cessation Program.

### Miscellaneous Revenue Fund 0349

This fund is used to account for the Commission's cultural program and other activities not funded by the General Fund. The miscellaneous fund is also used to account for grant money received from the Idaho Department of Education for the Safe and Drug Free School Program.

## ORGANIZATION

Idaho Code authorizes nine members to be appointed to the Commission as follows:

1. Two members appointed by the Senate President Pro Tempore from the members of the Senate.
2. Two members appointed by the Speaker of the House of Representatives from members of the House.
3. Five members of the public appointed by the Governor from the Hispanic community who reside in and represent various geographical areas of the State that contain a significant Hispanic population.

The Board appointed Margie Gonzalez as executive director in March 2004. She is assisted by two staff members and an office specialist.

